**Getting Started as a Teacher in myBooks**

Web addresses: <http://myBooks.glencoe.com> or <http://myBooks.macmillanmh.com>

Welcome to the McGraw-Hill myBooks program. myBooks is a website that allows teachers and students to access textbooks online. The following steps will walk you, the teacher, through getting started in the myBooks program.

**How to register as a teacher in myBooks**

1. First, obtain the Master Code (MC) from your school/district’s point of contact for myBooks. This person is referred to as the Master Code Holder.
2. Next, go to the myBooks website and click the Register Now link.
3. Now enter the necessary information and click Register.
4. The system will then automatically generate your username and password. Please make note of this information and keep it in a safe place.
5. Finally, you will receive a confirmation email at the address you supplied in step 3. Follow the instructions in the email to finalize your registration.

**How to add your first student edition**

* + - 1. Go to the myBooks website and log in with your username and password.
      2. Click **Add a new book**
      3. Enter the Master Code you were given into the available fields and select **Next**.
      4. Since this is the first Master Code you are entering you will need to click **Agree** to accept the terms of the End User License Agreement before proceeding.
      5. Next, carefully review the information to ensure the Master Code you were given is for the correct title. If the information appears to be correct select **Next**.
      6. Now you will need to enter the school year and quantity of books suggested to you by your administrator. *Based on the school year entered the system will pre-populate the start and end date fields.* By default the start date will always be the beginning of August and end date the last day of July. Be sure to modify these dates as needed. Once the dates and quantity have been entered simply click **Create Redemption Code**.
      7. Finally, you will be presented with the Redemption Code Coupon. Use the printer icon in the upper right corner of the screen to print then distribute to your students.

**Contacts:**

For assistance with registration or accessing myBooks please contact Product Support at 800-437-3715 Monday through Friday 8am to 6pm EST or via email at [epgtech@mcgraw-hill.com](mailto:epgtech@mcgraw-hill.com).